

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Db a:  
Hawaii Hospital Education and Research Foundation          Healthcare Association of Hawaii

Amount of State Funds Requested: \$ 1,000,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):  
There are nearly 4,000 vacancies for non-physician, patient-facing healthcare roles. As the population ages, even more services will be needed. Healthcare employers have invested material resources to grow the healthcare workforce pipeline, especially by recruiting students at Hawaii public high schools. Renovating and equipping the health classrooms at the 38 public high schools with a health services pathway will not only help to attract students into the field, but will also enable them to train on modern, high-end equipment they will use on the job.

Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State:            \$ _____	\$ _____
Federal:        \$ _____	Unrestricted Assets:
County:        \$ _____	\$ <u>1,375,599</u>
Private/Other: \$ <u>384,000</u>	

New Service (Presently Does Not Exist):       Existing Service (Presently in Operation):

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	707 Richards Street PH2
<input type="checkbox"/> Other Non Profit	City:                                  State:                                  Zip:
<input type="checkbox"/> Other	Honolulu                                  HI                                  96813

Contact Person for Matters Involving this Application	
Name: Paige Heckathorn Choy	Title: AVP, Government Affairs
Email: pchoy@hah.org	Phone: 808-521-8961

Federal Tax ID#: <span style="background-color: black; color: black;">                    </span>	State Tax ID#: <span style="background-color: black; color: black;">                    </span>
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**Hilton Raethel**    Digitally signed by Hilton Raethel  
Date: 2024.01.19 07:01:08 -10'00'  
\_\_\_\_\_  
Authorized Signature

**President and CEO**  
\_\_\_\_\_  
Name and Title

**01/18/2024**  
\_\_\_\_\_  
Date Signed

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

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Date: 2024.01.19 07:01:21 -10'00'

HILTON RAETHEL, PRESIDENT AND CEO

01/18/2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** HAWAII HOSPITAL EDUCATION AND RESEARCH FOUNDATION

**DBA/Trade Name:** HAWAII HOSPITAL EDUCATION AND RESEARCH FOUNDATION

**Issue Date:** 01/08/2024

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]  
New Hawaii Tax#: [REDACTED]  
FEIN/SSN#: XX-XXX2774  
UI#: No record  
DCCA FILE#: 29268

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii Hospital Education and Research Foundation  
(Typed Name of Individual or Organization)

Hilton Raethel Digitally signed by Hilton Raethel  
Date: 2024.01.19 07:01:35 -10'00'

(Signature)

01/18/2023

(Date)

Hilton R. Raethel

(Typed Name)

Rev 8/30/23

President and CEO

(Title)

# Application for Grants

*If any item is not applicable to the request, the applicant should enter “not applicable”.*

## **I. Certification – Please attach immediately after cover page**

### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

See attached.

### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

See attached.

### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

The requesting organization is the Hawaii Hospital Education and Research Foundation (HHERF), which is a 501(c)(3) subsidiary of the Healthcare Association of Hawaii (HAH). The public purpose for the grant is to directly address the healthcare workforce shortage in the state by renovating and equipping classrooms in public high schools to grow our own talent and take care of patients in the years to come.

Hawaii employers are facing a shortage of qualified healthcare workers and a tight labor market. Making the healthcare sector more attractive to students—and equipping them with the hands-on training they need to start their careers—are key to a strong pipeline. This is more necessary than ever, as our population ages and the severity of illnesses in hospitals grows.

There have been several successful programs already implemented through HHERF and HAH, including expanding high school health certification programs to provide direct employment in the healthcare sector for public high school students upon graduation and creating nursing career glidepaths for certified nurse aides (CNAs) and other entry level positions. This request would go

towards bolstering existing programs for students in public high schools and, ultimately, increasing access to quality care for Hawaii residents.

## **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

The applicant, Hawaii Hospital Education and Research Foundation (HHERF), is a nonprofit 501(c)(3) organization incorporated in the State of Hawaii on October 14, 1975. HHERF is a subsidiary of the Healthcare Association of Hawaii (HAH), which is a nonprofit trade organization that advocates on behalf of more than 170 healthcare organizations in the State of Hawaii. HHERF shares similar board members with HAH, and the members of both organizations include substantially the same healthcare organizations in Hawaii. HHERF is the recipient of this grant, and HAH will provide additional program management and administrative services to HHERF.

For the last several years, HAH has invested a significant amount of its time and financial resources in developing a statewide workforce initiative survey and publishing the survey's results. The Healthcare Workforce Initiative (HWI) was launched in 2018 in conjunction with HHERF to address the need for a stronger workforce pipeline for healthcare organizations across Hawaii.

This particular request focuses on creating a robust clinical, hands-on learning environment and increasing the visibility and attractiveness of healthcare as a career field in Hawaii's public schools by providing modern, attractive, stimulating, fully equipped, high-tech facilities for exploration and learning.

The HWI is guided and driven by a cross-sector volunteer committee of professionals seeking solutions to bolster Hawaii's healthcare workforce in high-demand positions. The HWI was launched in 2018 by the Healthcare Association of Hawaii (HAH) on behalf of its membership to address healthcare organizations' needs across the state for a stronger workforce pipeline. The primary goal of HWI is to better match the supply and demand of Hawaii's healthcare workforce, through alignment, coordination, communication, and collaboration, with all individuals and organizations involved or interested in Hawaii's healthcare workforce needs.

HAH conducted surveys of healthcare employers across the state and published reports of its findings in 2019 and 2022 identifying the most critical healthcare workforce needs. A wide variety of workforce projects have been initiated to

address the many ongoing challenges in generating a sufficient healthcare workforce in Hawaii, including providing as many opportunities as possible to develop education and training options for the people of Hawaii.

The 2019 and 2022 reports identified entry-level positions as having the highest demand, second only to RNs. As a consequence, strategies to expand the number of healthcare certification programs at the high school level and increase the visibility and attractiveness of healthcare as a career field have become a primary area of focus. These high school certification programs enable high school graduates to be directly employable upon graduation and/or build a strong foundation for continuing secondary education that will lead to employment in the healthcare field.

This grant would provide critical funding for one of many programs and initiatives that HHERF and HAH have spearheaded to address the healthcare workforce shortage and support students in the state. Along with the public high school certification programs, HAH has also led the way on an innovative glidepath initiative to train CNAs (and other entry-level workers) to become LPNs that recently graduated 31 students. This earn-and-learn model enabled these individuals to continue to work and pay their bills, all while growing their skills and education and significantly increasing their salaries. Most importantly, these individuals will be able to care for Hawaii patients for many years to come.

These programs and initiatives have been supported through state funding, federal funding, and private funding. HHERF has supported many of these different types of grants to ensure that we are diversifying the funding sources and ensuring that healthcare employers and other stakeholders are also investing in our future workforce. HHERF has been handling these grants for many years successfully. Further, the work that is being done is bolstered by a four-person workforce development team at HAH. This entire department did not exist prior to the 2019 survey and has been an integral part of the various initiatives' success.

2. The goals and objectives related to the request;

Healthcare is competing with many other sectors for students' interest in our public high schools. **There is one singular goal and objective to this request: attract students into the Health Services Pathway and support their clinical education by building a best-in-the nation network of healthcare classrooms over the next five years.** These classrooms will support didactic learning as well as hands-on skill building in a lab environment. The classrooms will be designed so students experience a seamless transition from the learning environment to employment in a clinical setting.

We would also continue the goals we apply to all of our other HWI programs to prioritize serving schools in communities with the most need and encouraging

more students of Native Hawaiian and Pacific Island descent to enter into the healthcare field.

**In order to achieve these goals, we require a multi-pronged approach that includes having modern, attractive, stimulating, fully equipped, high-tech facilities for exploration and learning that serve as a tangible, positive representation of the healthcare industry.**

When these renovations are completed, students, parents, career counselors, and teachers will be drawn to the facilities and the Health Services Pathway. Once students are on the Pathway, the Health Services facilities provide the ideal setting to support learning and hands-on skill building for its programs, ultimately leading to direct employment in entry-level healthcare jobs and/or secondary education for a job and career in healthcare.

We believe this can be achieved in the timeframe specified because HHERF and HAH have already begun work to realize this vision. Through its own resources, HAH is renovating the Health Services classroom at Farrington High School, starting with rough work (electrical and plumbing) and finish work (flooring, cupboards, paint, etc.). Next, furniture, equipment, and supplies will be brought in, and the upgraded classroom is targeted for completion in the summer of 2024.

This process can be replicated in partnership with contractors (i.e., construction project managers) and other key partners to ensure that each classroom is built in a timely manner, and fully benefits all students.

The funding requested in this application of \$1 million would be matched with approximately \$384,000 in private funds to support the completion of 7 classrooms in total.

3. The public purpose and need to be served;

It is imperative that the healthcare industry, academic, community and government partners continue to collaborate on innovative ways to address workforce gaps. A robust pipeline of workers is critical for maintaining access to quality care and serving the healthcare needs of the people of Hawaii. Healthcare has much to offer workers--a well-paying, rewarding career of service with many opportunities for professional development and career advancement.

Students hired through these programs can achieve a competitive salary upwards of \$20-23 an hour. This option is particularly beneficial for the 45% of public high school graduates who do not enter directly into higher education. Most importantly, this program will provide a chance for students in Hawaii to stay in the state and find rewarding, fulfilling, and growth-oriented employment in the healthcare sector.



The shortage of healthcare workers has been exacerbated by the pandemic. Comparing the survey results reported in 2019 to 2022, there was a 76% increase in open positions to over 3,800 in 2022. Entry level positions make up 40% of these needs, including certified nurse aide/nursing assistant, medical assistant, phlebotomist, personal care assistant, and patient service representative. There is not enough capacity at existing training providers to produce enough entry level workforce and the tuition and other program costs are a deterrent.

Fortunately, the training for these positions can be done at the high school level. High school certificate workforce development programs are already in place at some schools, with plans to grow attendance and expand to more schools to build the workforce pipeline. Completing these certificate programs in high school enables graduates to be immediately employable upon graduation to begin a career in healthcare. The funds being requested will go towards renovating the health services classrooms to attract students to enroll in these programs and provide the ideal environment for learning and training.

4. Describe the target population to be served; and

The direct target population of this grant is the students and teachers in schools where the classrooms are renovated. The purpose of this initiative is to provide a modern, high-tech classroom to every single public high school that has or chooses to add a health services pathway for their students. The goal would be for students to ultimately secure jobs in the healthcare sector with competitive pay.

Ultimately, however, we believe that the program will benefit every resident of the state through an increased healthcare workforce that focuses on building and growing our own talent, and thus our target population is all residents requiring medical care in the state.

5. Describe the geographic coverage.

Described below are the schools where the classrooms will be renovated and why those locations were selected and prioritized. Of note—there are 38 HDOE high schools with the Health Services Pathway. The classrooms used for the Health Services programs at each of these schools will be renovated to create modern, attractive, stimulating, fully equipped, high tech learning environments.

The work will be spread out over five years and the following criteria were applied by school to determine the priority of which classrooms will be renovated at what time:

- HAH or one of its member organizations is working with the school on a certificate program;
- The school has a Health academy or Smaller Learning Community (SLC) for the Health Services Pathway; or
- The school has the Health Services Pathway with Programs of Study for Nursing Services and/or Diagnostic Services.

Table 1 lists the 38 high schools grouped into tiers based on when they will be targeted for renovation. The listing within each tier is not in order of priority, instead it is sorted by island and HIDOE district. The schools listed in the renovation schedule below could change due to the schools' education schedule and condition of the school. The condition of each school's classrooms varies and will be evaluated to determine the level of renovation work needed.

- Tier 1 - Schools targeted for renovation in the 2023-2024 school year
- Tier 2 – Schools targeted for renovation in the 2024-2025 school year
- Tier 3 – Schools targeted for renovation in the 2025-2026 school year
- To be determined – Schools where the timing for renovation is yet to be determined

**Table 1: Hawaii Public High Schools with the Health Services Pathway – Targeted Classroom Renovation Timing**

School Year	High School	Island/ HIDOE District	Comments
<b>Tier 1</b>			
23-24	Farrington High	Oahu - Honolulu	Renovation in process (sponsored by HAH)
23-24	Waianae High	Oahu - Leeward	Projected to start in the Spring.
23-24	Waiakea High	Hawaii - East	Projected to start in the Spring, otherwise in SY 24-25
<b>Tier 2</b>			
24-25	Kauai High	Kauai	
24-25	Kealakehe High	Hawaii - West	
24-25	Maui High	Maui	
24-25	Aiea High	Oahu - Central	
24-25	Campbell High	Oahu - Leeward	
24-25	McKinley High	Oahu - Honolulu	
24-25	Castle High	Oahu - Windward	
<b>Tier 3</b>			

25-26	Konawaena High	Hawaii – West	
25-26	Lahainaluna High	Maui - Maui	
25-26	Molokai High	Molokai - Maui	
25-26	Kapolei High	Oahu - Leeward	
25-26	Pearl City High	Oahu - Leeward	
25-26	Roosevelt High	Oahu - Honolulu	
25-26	Kailua High	Oahu - Windward	
<b>To Be Determined</b>			
TBD	Hilo High	Hawaii - East	
TBD	Kau High & Pahala Elementary	Hawaii - East	
TBD	Keaau High	Hawaii - East	
TBD	Pahoa High & Intermediate	Hawaii - East	
TBD	Honokaa High & Intermediate	Hawaii - West	
TBD	Kapaa High	Kauai	
TBD	Waimea High	Kauai	
TBD	King Kekaulike High	Maui	
TBD	Moanalua High	Oahu - Central	
TBD	Radford High	Oahu - Central	
TBD	Leilehua High	Oahu - Central	
TBD	Mililani High	Oahu - Central	
TBD	Waialua High	Oahu - Central	
TBD	Waipahu High	Oahu - Leeward	
TBD	Kalani High	Oahu - Honolulu	
TBD	Kaimuki High	Oahu - Honolulu	
TBD	Kaiser High	Oahu - Honolulu	
TBD	Ke Kula Kaiapuni O Anuenue	Oahu - Honolulu	
TBD	Nanakuli High & Intermediate	Oahu - Leeward	
TBD	Kahuku High & Intermediate	Oahu - Windward	
TBD	Kalaheo High	Oahu - Windward	

### **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

As previously stated, this request focuses on increasing the visibility and attractiveness of healthcare as a career field by providing modern, attractive, fully equipped, high-tech facilities for exploration and learning. The facilities will meet or exceed HIDEOE codes and standards and utilize materials that are durable, high-quality, and appropriate for a clinical setting.

The classrooms will be intentionally designed for students to experience a seamless transition from the learning environment to employment in a clinical setting. These photos are a representation of the desired end state for the remodeled classrooms, which has the look and feel of a clinical setting. The classrooms are smaller spaces than depicted in the photos, so the layout will be scaled down. There will also be some variation by school, such as accent colors and layout; however, all will be consistently designed to be clean, modern, high-tech, and open spaces. We plan to engage a designer to further detail out the concept and parameters. We will work with a project manager and/or contractor that is aware of HIDEOE codes and standards so that the build and materials meet or exceed these requirements while accomplishing the desired design.



*Photos of the Yale School of Nursing Simulation Lab courtesy of CES  
(<https://ceseng.com/projects/yale-school-of-nursing-simulation-lab/>)*

The checklist, shown in Table 2, will be used to evaluate the condition of each classroom for renovation to achieve the desired clinical design, including the built environment, furniture, and other classroom equipment. The classroom checklist for each school will be completed by the HHERF project manager or designee with the

appropriate expertise. It serves as a starting point for the contractor (i.e., construction project manager) to develop the renovation scope of work.

**Table 2: Health Services Classroom Checklist for Built Environment, Furniture, and Classroom Equipment**  
 (“No” responses indicate areas where action is needed)

Category	Component*	Questions	Yes	No	NA	Notes
Built environment	Electrical	1. Is there sufficient power to support air conditioning and program equipment?				
		2. Are there appropriate outlets for air conditioning, program equipment, computers and monitors?				
		3. Are outlets positioned where needed?				
	Plumbing	4. Does the classroom have plumbing for hot and cold water?				
		5. Is plumbing in place to accommodate a sink with hot and cold water?				
	Sink	6. Is there a sink already in place with hot and cold water?				
		7. If there is a sink, does it meet the clinical design?				
	Internet/WiFi	8. Is internet/WiFi available in the classroom?				
		9. Is there sufficient connectivity to support web meetings and live streaming?				
	Ceiling	10. If the ceiling is painted, review its condition as part of painting, see below. If the ceiling has tiles, are all tiles in good condition (i.e., no discolored, damaged, or missing tiles)?				
	Lighting	11. Is the overhead lighting bright enough and in good condition?				
Built environment (cont'd)	Flooring	12. Are the floors a light neutral color, in good condition, durable (able to				

Category	Component*	Questions	Yes	No	NA	Notes
		withstand high traffic, rolling furniture/equipment) and expected to last for 10 more years?				
	Painting	13. Are the walls and ceilings, if applicable, newly painted and in a predominantly light neutral color in line with the clinical design?				
		14. For other painted surfaces, is it newly painted and in a predominantly light neutral color in line with the clinical design?				
	Windows	15. Are all windows in good condition and configured to accommodate air conditioning? E.g. no gaps, no barriers need to be put in place to block dust/particles from entering the classroom.				
	Air Conditioning	16. Does the classroom have central air?				
		17. Are there existing AC units?				
		18. If there are existing AC units, are they sufficient to cool the classroom and less than 5 years old?				
	Storage	19. Does the classroom have a storage closet?				
		20. If it has a storage closet, is it lockable and does it have shelves/an organization system?				
		21. Does the classroom have a storage cabinet(s) and is it lockable and in good condition?				
		22. Is there sufficient storage for program supplies?				
Equipment	Furniture	23. Does the classroom have rolling chairs in good condition and in line with the clinical design?				



Category	Component*	Questions	Yes	No	NA	Notes
		24. Does the classroom have rolling fold-down tables in good condition and in line with the clinical design?				
Equipment cont'd	Classroom Equipment	25. Does the classroom have bulletin boards (mounted or rolling) in good condition and in line with the clinical design?				
	Classroom Equipment	26. Does the classroom have flatscreen monitors of sufficient size and number and less than 3 years old?				
		27. Does the classroom have a computer or laptop that is less than 2 years old?				

\* For older schools with asbestos, demolition or otherwise disturbing the asbestos should be avoided, e.g., install new floor over existing floor, refurbish/repaint old cabinets instead of removing them from the walls.).

The program specific supplies and equipment are assessed by the school in partnership with a designated program specialist, who may be from the sponsoring HAH member organization, and/or training provider. The checklists will be continuously reviewed and modified to achieve consistency in the equipment and supplies used. Once needs are identified, the necessary equipment and supplies will be purchased. Some of the equipment and supplies may be donated by a provider or vendor or purchased through a provider discount.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The grant funding being pursued for this application is for renovations that will be performed for schools identified in tiers 1 and 2 in Table 1. Critical to the completion of the project is having a contractor (i.e., construction project manager) involved, which has been included in the budget request.

Prior to July 1, 2024, we plan to use HAH funding sources to initiate work on all three schools in tier 1, as referenced in Table 1. For the grant period July 1, 2024 to June 30, 2025, we plan to use the GIA funding to complete the classroom renovations for tier 1 (e.g., Waianae High School and Waiakea High School) and begin the renovation for four to five additional classrooms for schools in tier 2.

The classrooms being renovated are all in use and work must be performed on a careful timetable so that classroom use is not disrupted. Therefore, renovations must be scheduled prudently (e.g., off hours such as weekends and school breaks) and may not happen immediately/sequentially because of those

limitations. However, the funding in this grant would help to ensure the most efficient use of off-hours time by allowing HHERF to secure a general contractor's time and purchase and receive materials and equipment so that the renovations can be completed as quickly as possible.

Timeline for encumbrances and completion during the grant period July 1, 2024 to June 30, 2025 are as follows:

- Complete classroom renovations for the three tier 1 schools by June 30, 2025; and
- Encumber funds and, when able to, begin renovations for the four to five additional classrooms at tier 2 schools during the award period.

HHERF has begun outreach to secure other funding from a variety of private and public sources and is committed to completing the renovation of the health services classrooms at all 38 HIDOE high schools, which will extend well beyond the GIA grant timeframe. The HHERF and HAH boards, staff and member organizations are committed to moving this project forward. This funding would help to kickstart the process and address some of the higher priority school classrooms based on the criteria reference above.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

The classroom design will be standardized to achieve a consistent look and feel as well as quality. For example, specific options will be identified for flooring, sinks, cabinetry, and classroom furniture to achieve the desired clinical environment. Parameters will be established to guide the renovation and performed by a select group of contractors so that the work is performed to the desired standards and consistently.

The project manager will work closely with the contractor (i.e., construction project manager) and schools to provide oversight and monitor the work performed. Walk-throughs will be done to verify the quality and completeness of the work in accordance with the design standards and parameters. Any defects will be identified and corrected.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.



This program can be measured using these metrics:

1. The number of classrooms by:
  - a. Renovations completed
  - b. Renovations in progress
2. For renovations in progress, the number of classrooms for which:
  - a. Materials are secured
  - b. Classroom and program equipment have been secured
  - c. Target completion date for renovation established
3. Funds encumbered

These metrics will be monitored and provided to the expending agency.

## **IV. Financial**

### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

- a. Budget request by source of funds ([Link](#))

See attached, Budget Request by Source of Funds.

The allocation of other expenses within each category (i.e., build, classroom equipment, program equipment, program supplies, and contractor) are estimates and we have assumed that spending can be adjusted as needed across the categories to achieve the classroom renovations.

For example, some costs may be covered through in-kind donations of equipment for certain classrooms in certain schools. This could then allow for more support on the contractor side to ensure timely completions of classrooms. HHERF and HAH would seek as many contributions from private or foundational sources as possible in order to ensure quality classrooms are completed on a timely basis.

- b. Personnel salaries and wages ([Link](#))

See attached, Personnel Salaries and Wages. We have entered “not applicable” into this worksheet because HAH will support the costs of the project manager and any administrative funds needed through private sources.

- c. Equipment and motor vehicles ([Link](#))

See attached, Equipment and Motor Vehicles

d. Capital project details ([Link](#))

See attached, Equipment and Motor Vehicles

e. Government contracts, grants, and grants in aid ([Link](#))

See attached, Government Contracts, Grants, and Grants in Aid. We entered “not applicable” because there are currently no other government contracts, grants, or grant in aids that are slated to be used for this project.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000	\$250,000	\$250,000	\$250,000	\$250,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

HHERF has begun its outreach for funding from a variety of private and public sources including the following:

- HHERF and HAH member healthcare organizations (e.g., hospitals, skilled nursing facilities, assisted living facilities, labs, etc.) and other interested healthcare organizations (e.g., payors)
- Foundations and other private support from business and individuals, such as those that participate in the HWI workgroup
- Federal grants, state grants and HIDEOE

HHERF, HAH and their member organizations will be contributing funds towards the classroom renovations with the plan for continued healthcare industry support for classroom renovations going forward.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.

See attached, All Government Contracts/Grants/GIAs for 5 Fiscal Years

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

The unrestricted current assets of HHERF is \$1,375,599. Almost the entirety of those assets are dedicated to carrying out the federal Hospital Preparedness Program as a subawardee of the Hawaii Department of Health.

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The requesting organization is the Hawaii Hospital and Research Foundation (HHERF), which is a 501(c)(3) subsidiary of the Healthcare Association of Hawaii (HAH). HHERF shares similar board members with HAH, and the members of both organizations include substantially the same healthcare organizations in Hawaii. HHERF is the recipient of this grant, and the Workforce Development team, led by the Senior Director of Workforce Development will oversee this project. HAH will provide additional program support and administrative services to HHERF. HAH has over 60 years of experience developing and implementing large programs for the healthcare sector and Hawaii's communities. HAH focuses heavily on its strategic priorities with its membership, key stakeholders, and community partners, including health plans, DOH, DHS, DOE and other public and private institutions. These partnerships help HAH meet its mission: *"To be Hawaii's most effective advocate for a comprehensive and financially strong healthcare system that successfully responds to the diverse and changing health needs of all we serve."*

HHERF and HAH have a deep understanding of the training and facilities needed for healthcare programs. Through the HAH led Healthcare Workforce Initiative, HAH has collaborated with HODOE, the University of Hawaii Community Colleges, and other key stakeholders to address workforce needs. Examples of experience and recent projects that HHERF and HAH have accomplished include the following:

- The Healthcare Workforce Initiative (HWI) was launched in 2018 by the Healthcare Association of Hawaii (HAH) on behalf of its membership to address healthcare organizations' needs across the state for a stronger workforce pipeline. Led by the HHERF Senior Director of Workforce

Development, HWI is guided and driven by a cross-sector volunteer committee of professionals seeking solutions to bolster Hawaii's healthcare workforce in high-demand positions. The primary goal of HWI is to better match the supply and demand of Hawaii's healthcare workforce, through alignment, coordination, communication, and collaboration, with all individuals and organizations involved or interested in Hawaii's healthcare workforce needs. A wide variety of workforce projects have been initiated to address the many ongoing challenges in generating a sufficient healthcare workforce in Hawaii, including providing as many opportunities as possible to develop education and training options for the people of Hawaii.

- First in 2019 and then updated in 2022, HAH conducted surveys of healthcare employers across the state and published reports of its findings identifying the most critical healthcare workforce needs. These well-recognized reports serve as a source for industry, educational partners and other stakeholders to collaborate on needed training and educational programs to address workforce gaps. Work for the 2024 survey is underway and the report will be released later this year.
- HAH serves as the healthcare sector lead for Good Jobs Hawaii, which is a coalition of educators, businesses and community partners that will help people in Hawaii get high quality jobs and careers, while ensuring employers meet their needs for a skilled, local workforce. As sector lead for healthcare, HAH brings together Hawaii employers to translate their needs into training programs, certifications and/or on-the-job training opportunities. In addition, the HHERF workforce team supported the University of Hawaii Community Colleges (UHCC) in applying for the highly competitive grant funding and Good Jobs Hawaii was one of 32 workforce initiatives awarded funding nationally through the American Rescue Plan Act. Good Jobs Hawaii received \$40M in funding over three years for 4+ industries (of which healthcare is one) for short-term tuition and job placement.
- The HHERF workforce team has been working closely with HIDOE high schools to provide certificate training programs. In the 2023-2024 school year, training programs include certified nurse aide, phlebotomy, patient service representative and medical assistant. Programs are offered at high schools on Hawaii Island, Kauai, Maui and Oahu.

## **2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

HHERF's office space and rent will be financed by HAH.

The HIDEO schools with health services classrooms to be renovated under this application are listed in Table 1 under tiers 1 and 2. The renovation of the classrooms will be performed on-site for the specific health services high school classrooms. The classrooms to be renovated are the property of the HIDEO.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The HHERF workforce and HAH management team will oversee the classroom renovation and designate a project manager to manage the classroom renovations and coordinate with the high schools and contractors. The designated project manager has over 30 years of experience in healthcare including project management, performance improvement, financial analysis, systems implementation, and revenue cycle. The project manager has been involved in the Healthcare Workforce Initiative since its launch in 2018 and assisted with the development of the HWI high school master plan that encompasses the classroom renovations. The project manager shall report to the HHERF Senior Director of Workforce Development. They have successfully worked together on the 2019 and 2022 workforce reports as well as other HWI initiatives.

The HHERF project manager, in coordination with each high school representative, will work with an appropriately licensed contractor (i.e., construction project management) and other licensed contractors who will perform the classroom renovation work. The work will be performed according to the classroom design parameters and HIDEO standards and managed by the contractor serving as the construction project manager. The specific scope of work for each classroom will be defined based on the condition of the classroom. The contractors will work with the HHERF project manager to complete the necessary renovations.

### **2. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See attached.

### **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Senior Director: \$120,000-\$220,000

Director: \$75,000-\$175,000

Manager: \$60,000-\$120,000

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not applicable.

### **2. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not applicable.

### **3. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

HAH and its member organizations are committed to the Healthcare Workforce Initiative (HWI) of which the classroom renovations are a part. HHERF is a subsidiary of HAH, which shares similar board members with HAH and the members of both organizations include substantially the same healthcare organizations in Hawaii. HAH employs the HHERF workforce team, as shown in the organization chart. HAH has further expended funds to stand up and implement HWI, including the 2019 and 2022 workforce reports, high school certification programs, and consultants from various disciplines to assist with both program expansion and fund generation to support this initiative. HAH and its membership have financed the HWI and will continue to provide resources towards building a strong pipeline of qualified healthcare professionals.

HAH has further demonstrated its commitment by sponsoring the first classroom renovation at Farrington High School and will fund the HHERF project management resources beyond this grant as well as provide administrative support for the classroom renovations. HAH plans to sponsor two high school classroom renovations each year.

HHERF has begun its outreach for funding from a variety of private and public sources including healthcare organizations, foundations and other private support from businesses and individuals, federal grants, state grants and HIDOE. The HHERF and HAH boards, staff and member organizations are committed to moving this project forward. HAH is committed to providing quality healthcare services and meeting employer needs.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaii Hospital Education and Research Foundation (HHERF)

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Build (rough work and finishing work)	375,000			150,000
10. Classroom equipment	125,000			50,000
11. Program equipment	230,000			92,000
12. Program supplies	100,000			40,000
13. Contractor (construction project mgr)	170,000			52,000
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	1,000,000			384,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,000,000</b>			<b>384,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Jodi Hashimoto <span style="float: right;">808-521-8961</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		Hilton Raethel <small>Digitally signed by Hilton Raethel Date: 2024.01.19 07:02:32 -10'00'</small> <span style="float: right;">1/18/2024</span>		
(d) Total Private/Other Funds Requested	384,000	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>1,384,000</b>	Hilton Raethel, President and CEO Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Applicant: Hawaii Hospital Education and Research Foundation (HERF) Period: July 1, 2024 to June 30, 2025

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not applicable, see justification/comments				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ -

**JUSTIFICATION/COMMENTS:** All personnel costs will be paid using private funds. All costs of public dollars will go directly to renovations, equipment, and supplies.

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaii Hospital Education and Research

DESCRIPTION EQUIPMENT	NO. OF ITEMS (# OF classrooms)	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Classroom equipment - furniture, large monitors, boards	7	\$25,000.00	175,000	175,000
Program equipment for phlebotomy	7	\$7,000.00	49,000	49,000
Program equipment for medical assistant	7	\$26,000.00	182,000	182,000
Program equipment for certified nurse aide/nursing assistant	7	\$10,000.00	70,000	70,000
Program equipment for patient service representative	7	\$3,000.00	21,000	21,000
<b>TOTAL:</b>			<b>497,000</b>	<b>497,000</b>

JUSTIFICATION/COMMENTS:

7 classrooms are targeted for the fiscal year. See attachment for listing of equipment per classroom for each program line above.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## **List of Classroom Equipment**

Tables - foldable and rolling

Chairs - stackable and rolling

Large Monitors

Boards - for posting/display

Computer

## List of Phlebotomy Program Equipment

### Item

Fisherbrand™ HORIZON™ 6 Clinical  
Centrifuge  
Dukal™ Tech-Med™ Upholstered Blood  
Drawing Chair, Standard

### Vendor/ Catalog #

Fisher Scientific 22-029-670  
Fisher Scientific 22-415-693

## **List of Medical Assistant Program Equipment**

EKG Machine  
Microscopes - 3  
Refrigerator  
Eyewash station  
Examination table - 2  
Adaptive devices  
Centrifuge  
Sphygmomanometers (manual) - 5  
Sphygmomanometers (electronic) - 2  
Adult scale  
Infant scale  
Model skeleton  
Autoclave  
Phlebotomy station  
Otosopes - 2  
Ophthalmoscopes - 2  
Audiometer  
Spirometer - 2  
Injection butt

**List of Certified Nurse Aide/Nursing Assistant Program Equipment**

ELECTRICAL LONG TERM BED, MATTRESS, BOARDS, LONG SIDE RAILS - 2

TRAINING MANIKIN

NIGHT STAND WITH 3 DRAWER Clear Plastic - 2

RESIDENT'S CLOTHES CLOSET OR 3 COMPARTMENT DRESSER - 2

SITTING CHAIR (Padded) - 2

WHEELCHAIR

WEIGHT AND HEIGHT SCALE

## List of Patient Service Representative Program Equipment

Computers

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaii Hospital Education and Research Foundation (HHERF)

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024	FY: 2024-2025	FY: 2024-2025	FY: 2025-2026	FY: 2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			375,000	150,000	525,000	525,000
EQUIPMENT			355,000	142,000	497,000	497,000
<b>TOTAL:</b>			<b>730,000</b>	<b>292,000</b>	<b>1,022,000</b>	<b>1,022,000</b>
<b>JUSTIFICATION/COMMENTS:</b>						
Based on target renovation of 7 classrooms in each of FY25, FY26 and FY27. Construction refers to the build--rough work and finishing work.						



**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Hawaii Hospital Education and Research Foundation (HHERF)

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Not applicable - no government contracts, grants, or other GIAs being used for the proposed project				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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23					
24					
25					
26					
27					
28					
29					
30					

<b>ALL GOVERNMENT CONTRACTS/GRANTS/GIAs FOR 5 FISCAL YEARS</b>						
Applicant: Hawaii Hospital Education and Research Foundation (HHERF)						Contracts Total:
						10,066,735
	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b>	<b>CONTRACT VALUE</b>	
1	Supporting Career Pathways	Contract 9/1/2022-3/31/2023	University of Hawaii	State of Hawaii	15,000	
2	Surge Staffing for LTC	03/15/2023-06/15/2023	Hawaii Department of Health	State of Hawaii	1,910,695	
3	RCUH Hana Career Pathways	02/1/2023-9/29/2023	Research Corporation of the University of Hawaii	State of Hawaii	240,500	
4	RCUH Oahu Back to Work	4/15/2022 - 12/30/2022	Research Corporation of the University of Hawaii	State of Hawaii	152,500	
5	Good Jobs Hawaii	9/1/2022-8/31/2025	UH Community Colleges	Subawardee of a Federal Grant	540,000	
6	State Maternal Health Innovation Program	9/30/2023-9/30/2024	DHHS HRSA	Federal	1,170,233	
7	Hospital Preparedness Program	10/1/2019-9/30/2024	Hawaii Department of Health	Subawardee of a Federal Grant	5,227,542	
8	Hospital Preparedness Program	1/1/2019-6/30/2019	Hawaii Department of Health	Subawardee of a Federal Grant	537,244	
9	Hospital Preparedness Program	7/1/2019-6/30/24	Hawaii Department of Health	Subawardee of a Federal Grant	204,421	
10	Geriatric Workforce Enhancement Project - MAIN (HHERF)	07/01/2021 - 06/30/2022	University of Hawaii	State of Hawaii	20,000	
11	Geriatric Workforce Enhancement Project - MAIN (HHERF)	7/1/22-6/30/23	University of Hawaii	State of Hawaii	23,600	
12	Healthcare Associated Infecetion Prevention	9/30/22-9/30/23	Hawaii Department of Health	State of Hawaii	25,000	



# HHERF

